



David Lee

JUNIOR IT PROJECT MANAGER

(415) 555-3456

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United States, San Francisco, CA

SKILLS

IT Infrastructure Project Management	Expert
Stakeholder Communication	Expert
Budget Management and Forecasting	Expert
Risk Management	Expert
Technical Documentation and Reporting	Expert
Agile Methodologies	Expert

PROFESSIONAL SUMMARY

Junior IT Project Manager with 2 years of experience managing IT infrastructure projects. Adept at coordinating technical teams, handling stakeholder communications, and ensuring on-time delivery of complex IT solutions.

EXPERIENCE

January 2024 - Now

Junior IT Project Manager

Tech Innovators Inc. / United States, San Francisco, CA

- Manage IT infrastructure projects from initiation through delivery, ensuring adherence to timelines and budgets.
- Collaborate with IT professionals to define project scope and technical requirements.
- Assist with risk management and ensure that projects comply with industry standards.
- Coordinate project deliverables and ensure communication between IT teams and stakeholders.

June 2023 - December 2023

Project Assistant – IT Department

NextGen Solutions / United States, San Francisco, CA

- Supported senior project managers by tracking project progress and preparing weekly reports.
- Assisted in client meetings and prepared project documentation, including timelines and budget forecasts.
- Monitored project risks and escalated issues to senior management as needed.

EDUCATION

2020 - 2024

Bachelor of Science in Information Technology

San Francisco State University / United States

Certified Associate in Project Management

Project Management Institute / Certification Date: June 2023